

## **REQUIRED ELEMENTS OF A SPECIALTY DOCKET APPLICATION**

- Application Date
- Applicant's name, address, and contact information
- Proposed specialty docket location (*e.g.*, Cumberland County)
- Type of specialty docket being proposed (*e.g.*, Co-Occurring Disorders Docket; Domestic Violence Docket; Adult, Juvenile, or Family Treatment Drug Court)
  - If not an adult, family, or co-occurring disorders docket, provide a draft of the proposed policies, procedures, and protocols
  - Explain whether best practices and evidence-based practices, if in existence, will be utilized and how fidelity to best practices will be assured
- Description of the specialty docket's mission, goals, and measurable objectives
- Proposed date of implementation
  - Description of plan for launching the specialty docket and informing potential clients, lawyers, community members, and treatment providers of its availability
  - Description of training(s) needed prior to implementation
- Description of planning process to date
  - List all planning group members, identifying those with experience with either specialty dockets in general or the specific type of docket proposed.
- List of current active partners and potential partners, including:
  - Statement whether the State Office of Substance Abuse and Mental Health Services (SAMHS) is aware of and supports the proposal.
  - Identify any and all Federal partners that may participate in the docket and the nature of their involvement in the planning to date.
  - Identify other community members/organizations that may be involved in the specialty docket (*e.g.*, Veteran mentors).
  - Projected long-term commitment on the part of the anticipated team members if implemented.
- Itemized operations budget
- List of relevant state, federal, and private funding sources
  - Indicate whether each potential source of funding has been made aware of the proposal and whether it supports the specialty docket

- If grants will be sought, identify the type(s) of grant(s); deadline(s) for grant proposal(s); initial grant term(s) and renewability; identity of the individual responsible for submitting the grant proposal(s); identity of the lead agency that will provide grant management for the specialty docket; and sustainability of the docket after expiration of the grant(s).
- Explanation whether the specialty docket requires prior legislative approval and, if so, the plan to secure this approval. *See, e.g.,* 4 M.R.S. § 431 (authorizing creation of mental health treatment dockets).
- Description of the plan for evaluating the specialty docket, including how often evaluations will occur, who will conduct them, and how they will be funded.
- Description of continuing training members of the team will require to stay current and effective as well as the plan to implement and fund this training.
- Explanation of the anticipated impact, if any, on other court operations, including:
  - Estimates of time to be devoted by Judicial Branch personnel—*e.g.*, judicial officers, docket clerks, deputy judicial marshals, coordinator of specialty dockets—to the specialty docket if implemented as planned;
  - Summary of space requirements (*e.g.*, courtrooms, meeting rooms);
  - Summary of any additional security needs.

REVISED 1/14/16